

# VA Student Trainee Experience Program (VA-STEP)

## VA-STEP Selection Committee Processes (Student Acceptance Instructions)

Office of Workforce Management and Consulting (Scholarships and Clinical Education)



Choose **VA**

June 2024

**VA**



U.S. Department  
of Veterans Affairs

# Student Acceptance Instructions

## Login to AMS

Go To: (<https://va-ams.intelliworx.com/webapp/auth/login.view>)

“**SSO Login**” on the bottom left

“**VA (External)**” from dropdown menu

Continue

Login with ID.me

Enter ID.me Email and Password

Note: ID.me email. If the ID.me email does not match the email address you entered into the initial application, email [VHAVA-STEPSupport@va.gov](mailto:VHAVA-STEPSupport@va.gov) to change the email address on your initial application.



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# Tentative Award Notification (Student)

The screenshot displays the VA Application Management System interface. At the top left, the VA logo and 'U.S. Department of Veterans Affairs' are visible. The page title is 'Application Management System'. A 'DEVELOPMENT' badge is in the top right corner. Below the header, there are links for 'Change Password' and 'Sign Out'. The main content area is titled 'Dashboard' and features a search filter dropdown. There are three tabs: 'Active Tasks', 'Available Tasks', and 'Completed Tasks'. The 'Active Tasks' tab is selected, showing a table with the following data:

Name	Type	Task	Owner	Date Created	Due Date	Date For Expiration	Status	Action
Scotty Rubio	VA-STEP Award Process	Accept Tentative Award	VA -- Facilities -- 506 - Ann Arbor VA Medical Center	11/09/2022			Not Started	Start

Below the table, it says 'Displaying 1 - 1 of 1 records.' and includes pagination controls: 'First', 'Previous', '1', 'Next', 'Last'. Below this is a section titled 'My Applications' with a table:

Program Group	Program	Specialties	Status	Action
VA-STEP	VA-STEP	Nursing	Offer Pending	Details

At the bottom of the dashboard, there are links for 'Full Terms and Conditions of Use' and 'Privacy Policy'. The footer includes 'Copyright © 2022 Hivework LLC. All rights reserved.' and 'Version 1.28-SNAPSHOT (20221109-060333)'. The system is based on 'Intelliwork version 4.73-SNAPSHOT (20221109-054836)'. The Windows taskbar at the bottom shows the time as 7:41F, weather as 'Mostly cloudy', and the date as 11/9/2022.

The student will receive a tentative award notification once the Selection Committee Chairman selects the VA-STEP applicant for inclusion into the program. **\*\*This tentative offer, does not take the place of HR functions to onboard the student into a position.\*\***

# Tentative Award Notification (Student)

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Application Management System

Accept Tentative Award

Return to Dashboard

Open your Tentative Award Letter

You can download the latest version of Adobe Reader at <http://get.adobe.com/reader/>.

Accept Tentative Award Letter Decline Tentative Award Letter

Full Terms and Conditions of Use: Privacy Policy:

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The student will Either Accept or Decline the award. The facility representative will receive a notification from the system letting them know the student's decision.

# Review Enrollment Forms (Student)

The screenshot displays the VA Application Management System dashboard. At the top left, the VA logo and "U.S. Department of Veterans Affairs" are visible. A "DEVELOPMENT" badge is in the top right. Below the header, there's a navigation menu with "Dashboard", "Manage", and "Documents". The main content area shows a notification: "The award offer has been accepted." Below this, there's a "Search Filters" dropdown and tabs for "Active Tasks", "Available Tasks", and "Completed Tasks". A table lists tasks with columns: Name, Type, Task, Owner, Date Created, Due Date, Date For Expiration, Status, and Action. One task is shown: "Scotty Rubio" (VA-STEP Award Process) with the task "Review/Certify Enrollment Forms" at "VA -- Facilities -- 506 - Ann Arbor VA Medical Center", created on "11/09/2022". The status is "Not Started" and the action is "Start". Below the table, it says "Displaying 1 - 1 of 1 records." and navigation buttons "First", "Previous", "Next", "Last". A red arrow points from the "Start" button to the "Next" button. Below the task list is a "My Applications" section with a table showing "VA-STEP" program group, "VA-STEP" program, "Nursing" specialties, and "Tentative Offer" status, with a "Details" action button. At the bottom, there are links for "Full Terms and Conditions of Use" and "Privacy Policy", and version information: "Version 1.28-SNAPSHOT (20221109-060333) Based on Intelliworx version 4.73-SNAPSHOT (20221109-054836)".

The student will receive an email with the task to review the submitted documents and certify the award.



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# Review Enrollment Forms (Student)



Application Management System

DEVELOPMENT

0%

## Authorization for Release of Information

### Authorization for Release of Information

**I Authorize** the Department of Veterans Affairs (VA), and authorized agents, to obtain my credit reports from any consumer or credit reporting agency for employment purposes.

The Fair Credit Reporting Act, as amended (15 U.S.C. § 1681, et seq.) allows VA to get one or more credit reports on you for employment. Should a decision to take any adverse action against you be made, based either in whole or in part on the credit report, you should know that the consumer or credit reporting agency that provided the report has played no role in the decision to take action.

VA is requesting an investigation to determine your fitness to work for, or on behalf of, the Federal Government. The information in this authorization will be given to the consumer or credit reporting agency so that the agency will release information about you and your credit history. This information may be disclosed to other Federal Agencies to fulfill official responsibilities, to the extent that the disclosure is permitted by law.

**I Understand** that the information released by records custodians and sources of information is for official use by the Department of Veterans Affairs, all affiliated agencies and departments, to determine suitability and/or fitness for employment on the behalf of the Federal Government.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for **(5)** years from the date signed or upon the termination of my affiliation with the Department of Veterans Affairs, whichever is sooner.

I have read and understand the above agreement terms. \*  Yes  No

Save & Return to Dashboard

Save & Start Over

Go Back

Continue

[com/hwvwx/formwvx/designer/pageflows/designerpageflow/vHA\\_0710-577](https://com/hwvwx/formwvx/designer/pageflows/designerpageflow/vHA_0710-577)

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Version 1.28-SNAPSHOT (20221109-060333)

Based on Intelliwvx version 4.73-SNAPSHOT (20221109-054836)

Rubio 74°F  
Mostly cloudy



1:06 PM  
11/9/2022

The student will agree to the ROI and the Continue.



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# Review Enrollment Forms (Student)

The screenshot displays the VA Application Management System interface. At the top left, the VA logo and 'U.S. Department of Veterans Affairs' are visible. A 'DEVELOPMENT' tag is in the top right. The main heading is 'Application Management System'. Below this is the 'Review Answers & Submit Form(s) Overview' section. A text box contains instructions: 'The next screen will list each section that you have completed and will reflect any errors or missing information. Please correct any errors and review or edit your answers before signing and submitting your form(s). Once you have completed the review of your answers, you will proceed to a second screen where you will be able to view PDF versions of your form(s) and then sign and submit the form(s). Please select the **Review My Answers** button below.' Two buttons are present: 'Save & Return to Dashboard' and 'Review My Answers'. A red arrow points from the bottom of the screen towards the 'Review My Answers' button. At the bottom of the page, there are links for 'Full Terms and Conditions of Use' and 'Privacy Policy', version information (Version 1.28-SNAPSHOT and Based on Intellicore version 4.73-SNAPSHOT), and a Windows taskbar showing the date and time (1:07 PM 11/9/2022).

The student will Review My Answers.



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# Review Enrollment Forms (Student)

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Application Management System

### Review Your Responses

Review the information you provided by selecting each of the topical areas listed below and modifying the data, if needed.

You may notice that there are additional page links that were not presented to you in this particular task. We have made these pages available so you can update information that may have changed since you completed the task where they originally appeared.

In the list below, you may see a page link with the notation **errors on page**. This is generally due to a required answer being skipped during the process. In order to proceed you must return to any page where an error message appears and correct/provide the requested information.

Once you select **Proceed to Final Review**, you will be prompted to certify that the information you provided is accurate.

#### Authorization for Release of Information

- [Authorization for Release of Information](#)

[Save & Return to Dashboard](#) [Save & Start Over](#) [Proceed to Final Review](#)

[Full Terms and Conditions of Use?](#) [Privacy Policy?](#)

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The student will Proceed to Final Review. .



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# Review Enrollment Forms (Student)

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Application Management System

**Review Form(s)**

To view your form(s), select the appropriate link listed below. A new window will open and the form(s) will be displayed in PDF format. It may take a few moments for the form(s) to load.

If you need to change any of the information you've entered, you can jump to any page by first selecting the **Review Response Page** button to return to the previous page. Once you've arrived at the Review Response page, you can select the link to the section you wish to edit.

You may print or save these form(s) for your records. When you're done reviewing your form(s), close the window displaying them, then select the **Sign & Submit My Form(s)** button.

**Note:** Once you submit your form(s), you will not be allowed to change any of the information. Make sure you have reviewed them carefully and made all necessary changes.

**Award Forms**  
[Tentative Award Letter](#)

Save & Return to Dashboard      Review Response Page      **Sign & Submit My Form(s)**

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Rubio 75°F Mostly cloudy

1:08 PM 11/9/2022

The student will Sign and Submit Forms.




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# Review Enrollment Forms (Student)

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Application Management System

### Submit Certification

I certify, to the best of my knowledge and belief, all the information submitted by me for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities, education and personal information. I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in the employment process may be grounds for not hiring me or for terminating my employment after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. § 1001). I further certify that I have reviewed the information provided in the form(s) and acknowledge that electronic approval is the equivalent of signing each form.

[Full Terms and Conditions of Use?](#) [Privacy Policy?](#)

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Rubio 75°F Mostly cloudy 1:08 PM 11/9/2022

The student will complete a final Certification.



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# Review Enrollment Forms (Student)

The screenshot displays the VA Application Management System interface. At the top left, the VA logo and 'U.S. Department of Veterans Affairs' are visible. A 'DEVELOPMENT' badge is in the top right. The main content area is titled 'Next Steps' and contains the following text:

You have successfully completed this task!

All documents generated from this task have been submitted. Please select the **Return To Dashboard** button to determine if there are additional tasks that need to be completed. You can also view/print your completed documents and forms by selecting to the "Completed Tasks" Tab on your Dashboard. Please save or print this page for your records. After returning to the dashboard, you must select the **Sign Out** link to completely exit the application. We will contact you via email if further action is needed regarding this process.

Any questions regarding this process can be directed towards the Servicing Office.

**Certified Documents List**  
*All documents certified at 2022-11-09 02:08:37PM EST*

**Award Forms**  
[Tentative Award Letter](#)

**Certification Statement**  
I certify, to the best of my knowledge and belief, all the information submitted by me for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities, education and personal information. I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in the employment process may be grounds for not hiring me or for terminating my employment after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. § 1001). I further certify that I have reviewed the information provided in the form(s) and acknowledge that electronic approval is the equivalent of signing each form.

At the bottom of the content area, there is a blue button labeled 'Return to Dashboard' and a 'Print' button. A red arrow points to the 'Return to Dashboard' button. Below the content area, there are links for 'Full Terms and Conditions of Use?' and 'Privacy Policy?'. At the bottom of the page, there is a footer with 'Copyright © 2022 HRWork LLC. All rights reserved.' and 'Based on Intelliwork version 4.73-SNAPSHOT (20221109-054836)'. The Windows taskbar is visible at the bottom of the screenshot, showing the time as 1:08 PM on 11/9/2022.

Now that the acceptance and certification is complete, the student can return to the Dashboard with no further actions.



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# Questions

Direct Questions to:

[VHAVA-STEPSupport@va.gov](mailto:VHAVA-STEPSupport@va.gov)



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